

PHILIP MORRIS USA

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Beth Egan

DATE: 4/11/91

FROM: Harold Hoyer

SUBJECT: **REQUISITION/CHANGE ORDER APPROVAL**

Please circulate the enclosed requisition/change order for

Bucks County Community Program
Johnson 75

PURCHASING SPECIFICATIONS

QUANTITY 44000
UNIT COST .59
OTHER COST — 0 —
TOTAL COST 25,960
DELIVERY DATE 6-15-91
SUPPLIER SST

ADDITIONAL INFORMATION The lowest bidder was chosen.

BID REFERENCE

☐ Under \$10,000; no bids required
☒ Over \$10,000; three bids attached
☐ Reorder within one year; no bids required
☐ Sole source/proprietary item
☐ RUSH order; bids waived with Director's approval
☐ Other

To ensure timely delivery, please return this folder with the signed requisition/change order and accounting code to me by _____

Sample attached Yes ☒ No ☐

APPROVALS (in the following order)

NAME

M. HEINRICH

INITIALS

DATE

F. Speck
A. Goldfarb
R. Mithelney

mmh
mmh
mmh

4/11
4/9
4/10
4/9

White-Original

Yellow-Copy

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